

# OHIO SECRETARY OF STATE RETENTION SCHEDULES

SERIES NUMBER	DESCRIPTION OF RECORD	RETENTION PERIOD	ORIGIN DATE	NOTES	AUTHORIZATION #
<b>ELECTIONS - 2</b>					
<b>CBE-01</b>	<b>Absentee Ballot Applications: Civilian and Military</b>	Retain four (4) years then destroy	1983		050-0031
<b>CBE-02</b>	<b>Absentee Voter Register: Civilian</b> - record of absentee voters	Retain permanently	1983		050-0032
<b>CBE-03</b>	<b>Absentee Voter Register: Military</b> - record of absentee voters	Retain permanently	1983		050-0033
<b>CBE-04</b>	<b>Abstract of Votes</b> - Abstract of votes cast in all elections	Retain permanently	1983		050-0034
<b>CBE-05</b>	<b>Audit Report</b> - Report of the state examiner	Retain one (1) copy permanently	1983		050-0035
<b>CBE-06</b>	<b>All Ballots: Used and Unused</b>	Retain until sixty (60) days after an election or 22 months after a federal election then destroy provided no pending court action or court order (R.C. 3505.31)	1983 Revised 2010		050-0036
<b>CBE-07</b>	<b>Ballots: Sample</b> - Record of bond issues and tax levies in form of sample ballots	Retain twenty (20) years in office, then transfer to Archives for permanent retention	1983		050-0037
<b>CBE-08</b>	<b>Bids: Unsuccessful</b> - copies of unsuccessful bids	Retain two (2) years after contract awarded, then destroy	1983		050-0038
<b>CBE-09</b>	<b>Bids: Successful with Contract</b> - This record series contains copies of successful bids, contracts and related documents from vendors for various goods and/or services.	Retain for eight (8) years, then may destroy.	1983, revised 2013		050-0039
<b>CBE-10</b>	<b>Cash Book</b> - Record of fees collected	Retain ten (10) years and until audited by Auditor of State and audit report is released, then destroy	1983		050-0040
<b>CBE-11</b>	<b>Campaign Expense Reports</b> - Candidates' expense reports filed	Retain six (6) years then destroy	1983		050-0041
<b>CBE-12</b>	<b>Central Committee Notices</b> - Party notices of meetings and members	Retain two (2) years then destroy	1983		050-0042
<b>CBE-13</b>	<b>Correspondence</b> - General Office Correspondence	Retain one (1) year then destroy	1983		050-0043
<b>CBE-14</b>	<b>Certificates of Annexation</b> - Copy of Annexation ordinance, etc.	Retain permanently	1983		050-0044
<b>CBE-15</b>	<b>Election Charge-Back Record</b> - Election expenses charged back	Retain three (3) years and until audited by Auditor of State and audit report is released, then destroy	1983		050-0045
<b>CBE-17</b>	<b>Ledger of Receipts and Expenditures</b> - CBE financial records	Retain six (6) years and until all items are cleared and audited by Auditor of State and audit report is released, then destroy	1983		050-0047
<b>CBE-18</b>	<b>Petitions of Candidates</b> - Accepted and rejected petitions for elections	Retain six (6) years, then destroy	1983, Revised 2011		050-0048
<b>CBE-19</b>	<b>Poll Books and Summary Sheets</b> - Signatures of electors voting and precinct summary statements	Retain six (6) years then destroy	1983 Revised 2010		050-0049
<b>CBE-20</b>	<b>Poll Lists</b> - List of eligible voters by precinct	Retain two (2) years then destroy	1994		050-0050
<b>CBE-21</b>	<b>Poll Officials Record / Precinct Record</b> - List maintained by county boards of elections that contains contact information of qualified individuals available to serve as judges or precinct election officials.	Retain two (2) years then may destroy	1983, revised 2012		050-0052
<b>CBE-25</b>	<b>Receipt Books: Monies</b> - Office copy of financial receipts issued	Retain until audited by Auditor of State and audit report is released, then destroy	1983		050-0056
<b>CBE-26A</b>	<b>Resolutions on Bond Issues that Pass</b> - Copies of resolutions by governmental bodies authorizing placement of issues on the ballot	Retain for life of bonds then destroy	1983		050-0057

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<b>CBE-26B</b>	<b>Resolutions Except for Bond Issues that Pass</b> - Copies of resolutions by governmental bodies authorizing placement of issues on the ballot	Retain five (5) years after election, then destroy	1983		050-0058
<b>CBE-27</b>	<b>Vouchers</b> - Office Copy of Voucher sent to County Auditor	Retain until audited by Auditor of State and audit report is released, then destroy	1983		050-0059
<b>CBE-28</b>	<b>Ward &amp; Precinct Maps</b> - Political sub-division precinct boundaries	Retain permanently	1983		050-0060
<b>CBE-29</b>	<b>Withdrawal of Candidacy Notices</b> - Notices of withdrawal received	Retain one (1) year after election then destroy	1983		050-0061
<b>CBE-30</b>	<b>Minutes of the Board of Elections</b> - Record of proceedings	Retain permanently	1983		050-0062
<b>CBE-31</b>	<b>Change of Name, Deaths, and Disenfranchised Voters Reports</b> - Original reports issued by the Probate Court, Clerk of Courts, and Health Department	Retain two (2) years after filing then destroy	1983		050-0063
<b>CBE-32</b>	<b>Registration Cards: Active</b> - Master and precinct cards files for currently registered voters	Retain permanently	1983		050-0064
<b>CBE-33</b>	<b>Registration Cards: Inactive</b> - Cancelled voter registration cards	Retain permanently	1983		050-0065
<b>CBE-34</b>	<b>Transfer of Registrations</b> - Record of voters' transfer of registration from one area to another	Retain four (4) years, then destroy	1983, revised 2010		050-0066
<b>CBE-36</b>	<b>Change of Address/Name Notifications</b> - Written notices from registered voters of a change of address or name	Retain four (4) years, then destroy	1994		050-0087
<b>CBE-37</b>	<b>Elector Application for Correction or Challenge Form</b> - Elector application for correction or challenge form. Forms to be completed pursuant to R.C. 3505.20, R.C. 3513.19 and R.C. 3513.20.	Retain two (2) years then may destroy	1994, revised 2012		050-0088
<b>CBE-38</b>	<b>Absentee Identification Envelopes</b> - Envelopes which identify a voter by name address. This envelope contains the voted ballots and is used to prove ballot security until counted.	Retain sixty (60) days or 22 months after a federal election, then destroy, provided no pending court action or court order	1994, revised 2010		050-0090
<b>CBE-40</b>	<b>Provisional ballot affirmations</b> - Affirmations filled out by an elector voted a ballot provisionally	Retain four (4) years, then destroy unless used as a voter registration form, then retain permanently	1994, revised 2010		050-0092
<b>CBE-42</b>	<b>Payroll Records for County Boards</b> - Payroll records of poll workers, election extras, part-time workers and workers no longer employed at the boards.	Retain 3 years, then destroy provided audited and audit report has been released	1994		050-0094
<b>CBE-44</b>	<b>Registration Confirmation Notices</b> - Confirmation notices sent by the county boards to resident to verify registration records and returned with updated information.	County Board will retain for two (2) years, then destroy	1996, revised 2011		050-0096
<b>CBE-45</b>	<b>Directives/Advisories</b> - Letters of instruction, information and guidance sent to all county board of elections concerning the election process and new election laws.	Retain in office for one (1) year, then transfer to storage for an additional five (5) years. Six (6) year retention needed to provide information for a complete election cycle for U.S. Senate and Supreme Court Justices	1994, revised 2011		050-0086
<b>CBE-45A</b>	<b>Confirmation Notice Responses</b> - Information indicating whether a person has responded to a confirmation notice. A confirmation notice is a notice that is mailed to a voter to confirm the person's residency or other required information.	County Board will retain for five (5) years, then destroy	1996, revised 2010		050-0097
<b>CBE-46</b>	<b>Confirmation or Acknowledgement Notice Lists</b> - Lists of names and addresses of persons who were sent confirmation or acknowledgement notices	County Board will retain for five (5) years, then destroy	1996, revised 2010		050-0098

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<b>ELECTIONS - 2</b>					
<b>CBE-47</b>	<b>Acknowledgement or confirmation cards</b> - Acknowledgement or confirmation cards returned undeliverable	Retain four (4) years, then destroy	2010		50030006
<b>CBE-48</b>	<b>Voter Verified Paper Audit Trail</b> - Voter Verified Audit Trail (VVPAT) official ballot to be used for recount purposes	Retain for 60 days or 22 months for federal elections, then destroy provided no pending court action or court order (R.C. 3506.18)	2010		50030007
<b>CBE-49</b>	<b>Voting Machine Reports</b> - This record series includes, but is not limited to, logic & accuracy testing, test decks, tapes, testing result records, zero tapes, close of polls tapes, cards downloaded, used seal/lock records, independent verification and validation testing (IV & V) of new voting equipment.	Retain sixty (60) days after an election or twenty-two (22) months after a federal election, then may destroy provided no pending court action or order.	2010, revised 2013		50030008
<b>CBE-50</b>	<b>Chain of custody forms, voting unit event log, and election day precinct incident log</b>	Retain two (2) years, then destroy	2010		50030005
<b>CBE-51</b>	<b>Proclamations of elections or legal advertisement of questions and issues</b>	Retain one (1) year, then destroy	2010		50030009
<b>CBE-52</b>	<b>Challenge forms</b> - Challenge forms pursuant to R.C. 3505.20	Retain for two (2) years, then destroy	2010		50030010
<b>CBE-53</b>	<b>Observer forms</b> - Observer forms pursuant to R.C. 3505.21	Retain one (1) year, then destroy	2010		50030011
<b>CBE-54</b>	<b>Census block repreclncting walver form and accompanying maps</b>	Retain four years (4), then destroy	2010		50030036
<b>CBE-55</b>	<b>Affirmation of voter who does not possess any appropriate identification for voting purposes</b> - (SOS prescribed form #10-T)	Retain two (2) years, then destroy	2010		50030012
<b>CBE-56</b>	<b>Verification of handicapped accessible parking spaces and polling locations</b>	Retain one (1) year, then destroy	2010		50030013
<b>CBE-57</b>	<b>Certification of training hours completed</b>	Retain two (2) years, then destroy	2010		50030014
<b>CBE-58</b>	<b>Election calendars</b>	Retain until no longer of administrative value, then destroy	2010		50030032
<b>CBE-59</b>	<b>Mailing envelope containing voted absent voter ballot</b>	Retain 60 days after election, then destroy provided no pending court action or court order	2010		50030029
<b>CBE-60</b>	<b>Proofs of ballots</b>	Retain 60 days after election, then destroy provided no pending court action or court order	2010		50030030
<b>CBE-61</b>	<b>Report Forms for local questions &amp; issues including approved ballot language</b>	Retain 60 days after election, then destroy provided no pending court action or court order	2010		50030015
<b>CBE-62</b>	<b>Certifications by most populous county of overlapping candidates or local questions and issues</b>	Retain 60 days after election, then destroy provided no pending court action or court order	2010		50030035
<b>CBE-63</b>	<b>Certificates of results</b> - certificates of results pursuant to R.C. 3505.32 and 3513.22	Retain six (6) years, then destroy	2010		50030037
<b>CBE-64</b>	<b>Copies of state issues petitions or statewide candidate petitions</b>	Retain 60 days after election, then destroy provided no pending court action or court order	2010		50030033
<b>CBE-65</b>	<b>Unofficial election results</b>	Retain 60 days after election, then destroy provided no pending court action or court order	2010		50030031
<b>CBE-66</b>	<b>Evidence used in protest hearing</b> - Evidence or materials provided or used in conjunction with a protest hearing	Retain one (1) year, then destroy provided no pending court action or court order	2010		50030016
<b>CBE-67</b>	<b>SOS expenses of conducting elections</b> - Yearly report to Secretary of State of the expenses of conducting elections	Retain four (4) years, then destroy	2010		50030017

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<b>ELECTIONS - 2</b>					
<b>CBE-68</b>	<b>Organization or Reorganization of Boards of Elections</b> - Report forms on organization or reorganization of board of elections	Retain six (6) years, then destroy	2010		50030027
<b>CBE-69</b>	<b>Reimbursement of poll worker training</b> - Reimbursement records of costs of training poll workers	Retain two (2) years or until audited, then destroy	2010		50030018
<b>CBE-70</b>	<b>Duplicate reports generated by the statewide voter registration database</b>	Retain for 60 days or no longer of administrative value, then destroy	2010		50030019
<b>CBE-71</b>	<b>Duplicate or incomplete voter registration forms</b>	Retain for 4 (four) years, then destroy	2010		50030020
<b>CBE-72</b>	<b>Returned undeliverable 60 day notices</b>	Retain until the elector appears to vote or until the elector named is removed from the voter registration list, then destroy	2010		50030028
<b>CBE-73</b>	<b>Transmittal forms that accompany voter registration forms from agencies</b>	Retain 2 (two) years, then destroy	2010		50030021
<b>CBE-74</b>	<b>Copies of Identification provided by electors</b> - copies of identification provided by electors with a voter registration form or absentee ballot application	Retain for the longer of these periods; 6 months from the date of receipt or 45 days from the date of the election for which the absentee ballot was issued, then destroy	2010		50030022
<b>CBE-75</b>	<b>Copies of Identification provided by electors with an absentee ballot and Identification envelope</b>	Retain for 90 (ninety) days from the date received, then destroy	2010		50030023
<b>CBE-76</b>	<b>Copies of Identification provided by a UOCAVA voter with a Federal Postcard application</b>	Retain 4 (four) years from the date received, then destroy	2010		50030024
<b>CBE-77</b>	<b>Federal Postcard Voting Application (FVAP)</b> - Application for registration as a voter on a form adopted in accordance with federal regulations relating to the "Uniformed and Overseas Citizens Absentee Voting Act" per R.C. 3511.02	Retain permanently	2012		50030057
<b>CBE-78</b>	<b>Election Administration and Voting Survey Biennial Reports</b> - Election administration and voting survey biennial reports that include information on voter registrations, changes of name/address, absentee ballots, ballots cast provisionally and other election related information.	Retain two (2) years, three (3) months, then may destroy.	2012		50030060
<b>CBE-79</b>	<b>Election Administration Plans</b> - Administrative plans created by county boards of elections indicating preparations for conducting elections and handling of possible emergency situations on election day.	Retain for two (2) years or until January 11, 2015, whichever is longer, then may destroy.	2012		50030061
<b>CBE-80</b>	<b>Precinct Election Officials Performance Assessment</b> - A review to be conducted after each presidential primary and even-numbered general election to determine whether precinct election officials are satisfactorily performing their duties.	Retain fifteen (15) months, then may destroy.	2012		50030052
<b>CBE-81</b>	<b>Local Option Petitions</b> - Local option petitions filed with county boards of elections	Retain four (4) years, then may destroy	2012		50030053
<b>CBE-82</b>	<b>Notice of County Board of Elections Public Meeting</b> - Notice of public meeting of a county board of elections - including regular, special or emergency meetings. Required by R.C. 121.22 (F).	Retain two (2) years, six (6) months, then may destroy.	2012		50030054
<b>CBE-83</b>	<b>Certificates of Appointment</b> - Copies of certificates of appointment to elected office. The certificate contains the name of the appointed official, the office held, and beginning and ending terms of the appointment.	Retain four (4) years, then may destroy.	2012		50030065

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<b>ELECTIONS - 2</b>					
<b>CBE-84</b>	<b>County Job &amp; Family Services Voter Registrations Report</b> - Quarterly report of number of voter registration forms received from county job and family services offices.	Retain one (1) year, then may destroy	2012		50030066
<b>CBE-85</b>	<b>Returned Undeliverable Notices</b> - Notices sent to electors that are returned as undeliverable (i.e. change of precinct, polling location or voting district).	Retain four (4) years, then may destroy.	2012		50030067
<b>CBE-86</b>	<b>Authority to Vote Slips</b> - Form given to elector at polling place indicating permission to cast a ballot.	Retain sixty (60) days after election, then may destroy provided no court action or court order.	2012		50030055
<b>CBE-87</b>	<b>Post-Election Audit Reports</b> - The original audit workbook verifying that the county board of elections has conducted an audit of the election process. Required after each even-numbered year general election and after presidential primary elections verifying the accuracy of the election process as required by the League of Women Voters court settlement. (Effective through Jan. 11, 2015)	Retain for two (2) years or until January 11, 2015, whichever is longer, then may destroy.	2013		50030100
<b>CBE-88</b>	<b>Ethics Forms</b> - Forms required to be completed by board of elections staff verifying that they have been trained on and will comply with the Secretary of State's ethics policy and Ohio ethics law. Original signed forms will be provided to the Ohio Secretary of State's Office for board of elections permanent employees. Original signed forms will be retained for board of elections precinct election workers, rovers and/or any temporary persons employed to assist with the election.	Retain one (1) year, then may destroy.	2013		50030093
<b>CBE-89</b>	<b>Declaration of Elector Unable to Mark Ballot</b> - Verification by voter of the inability to mark voter's ballot without assistance. (R.C. 3505.24)	Retain 60 days, then may destroy provided no pending court action or court order.	2013		50030099
<b>CBE-90</b>	<b>Power of Attorney Forms</b> - An elector may permit another designated person to have power of attorney for election related documents. (R.C. 3501.11; R.C. 3501.382)	Retain until revoked or elector no longer registered in county.	2013		50030086
<b>CBE-91</b>	<b>Elected Official and Appointment Certification Forms</b> - Forms to report certifications of persons elected to office; report appointments to fill vacancies in nomination on the ballot; and/or report political affiliation of previous office holder certified by the board of elections director.	Retain six (6) years, then may destroy.	2013		50030087
<b>CBE-92</b>	<b>Division of Liquor Control Requests</b> - Copies of responses to the Division of Liquor Control regarding precinct boundaries or other local liquor option inquiries received from the Division of Liquor Control.	Retain six (6) months, then may destroy.	2013		50030098
<b>CBE-93</b>	<b>Precinct Election Officials Notices</b> - Notices of acceptance, rejection, replacement or removal of precinct election officials. (R.C. 3501.22)	Retain one (1) year, then may destroy.	2013		50030094
<b>CBE-94</b>	<b>Former Resident Presidential Ballot</b> - Form required to be completed under chapter 3504 of the Ohio Revised Code, submitted to county board of elections requesting a presidential ballot. Copy sent to the Secretary of State.	Retain for twenty-two (22) months after the federal election, then may destroy provided no pending court action or order.	2013		50030095
<b>CBE-95</b>	<b>Authorization for Elector to Update Signature</b> - Allows an elector to update his or her voter signature with the county board of elections per R.C. 3501.05(AA).	Retain until signature updated or person no longer registered in county, then may destroy.	2013		50030097

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<b>ELECTIONS - 2</b>					
<b>CBE-96</b>	<b>Certifications of District Candidates</b> - Certification by the board of the most populous county in a district to overlap counties in that district, of the names of the candidates to appear on the primary or general election ballot for district offices. (R.C. 3505.01; R.C. 3513.05)	Retain six (6) months, then may destroy.	2013		50030088
<b>CBE-97</b>	<b>Election Hardware Inventory</b> - Listing of election hardware (servers) providing make, model type, quantity, date of installation and software/firmware version.	Retain until no longer of administrative value, then may destroy.	2013		50030089
<b>CBE-98</b>	<b>Election Day Precinct Incident Log</b> - Log submitted by precinct election officials to county board of elections regarding incidents occurring at a precinct on Election Day.	Retain sixty (60) days after an election or twenty-two (22) months after a federal election, then may destroy provided no pending court action or order.	2013		50030090
<b>CBE-99</b>	<b>Declaration of Intent to Change Political Party</b> - Declaration of intent to change political party filed by an elected official prior to their submission of declaration of candidacy and petition for partisan office. R.C. 3513.191(C).	Retain for ten (10) years, then may destroy.	2013		50030096
<b>CBE-100</b>	<b>Absentee Voter Challenge</b> - Statement of person challenged as to party affiliation when requesting an absentee voter's ballot.	Retain sixty (60) days after an election or twenty-two (22) months after a federal election, then may destroy provided no pending court action or order.	2013		50030091
<b>CBE-101</b>	<b>Provisional Voter Precinct Verification</b> - Form completed by a precinct election official when a voter's name does not appear in the poll book/list and the voter insists on voting in the wrong precinct of a multiple-precinct polling location.	Retain for four (4) years, then may destroy.	2013		50030092